



BALLENLINE

ELEMENTARY SCHOOL

**STUDENT & FAMILY
HANDBOOK**

2026-2027

School District Five of
Lexington & Richland Counties

At a Glance Info

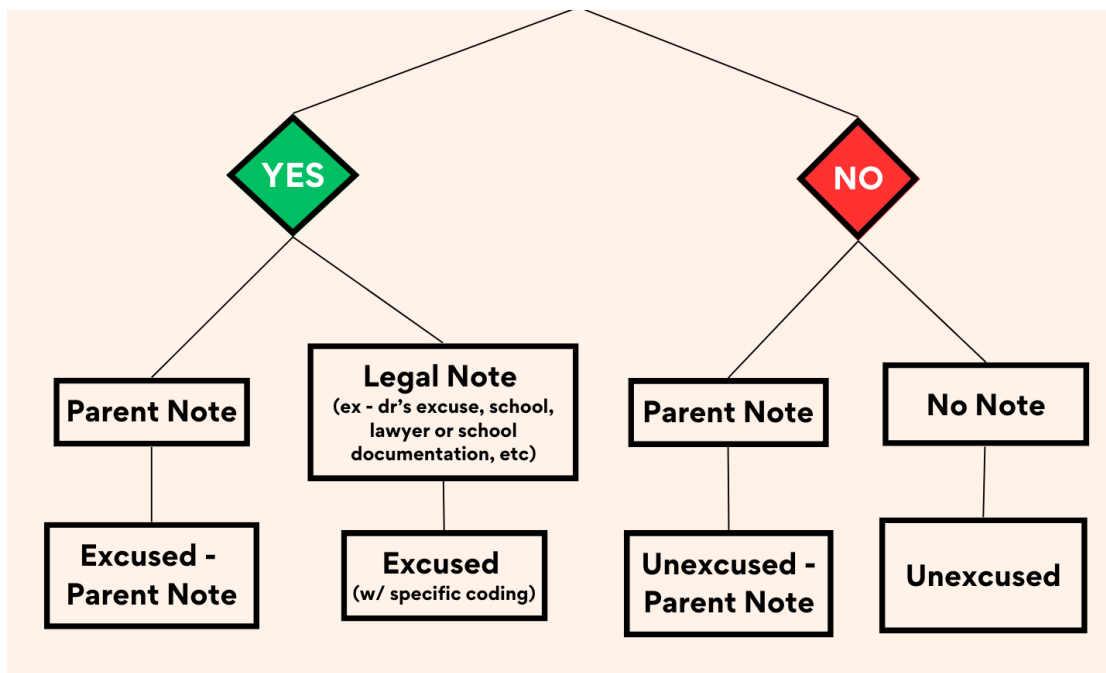
1. PARENT CONTACT INFORMATION: The school office must have a telephone number at which parents can be reached during the school day, even if that number is unlisted. This is particularly important when emergencies occur. At least one emergency contact number is also needed. Please notify the office staff when changing address, telephone number, or place of employment.

2. ABSENCES: No child can be expected to be successful in school if attendance is irregular. A student should be in school every day that he/she is physically able. Whenever possible, medical, dental and other appointments should be made for non-school hours. Please make every effort to plan family vacations and trips around student holidays and in-service days. *** *A note is required for each absence and should be sent to school no later than the student's third day back.* ***

State law and district policy set specific rules for lawful (excused) and unlawful (unexcused) absences.

Lawful (excused) absences include:

- An office visit with a physician, dentist, or other recognized licensed/certified medical practitioner, or legal officer.
- Serious illness or death in the student's immediate family.
- Observance of recognized religious holidays of the student's faith.
- Participation in school-related activities that have prior approval of the principal or designee.
- Suspension from school.
- Other extenuating circumstances approved by the principal.



- **A student is considered truant when**

- there are three consecutive absences (excused or unexcused) or
- a total of five unexcused absences

The principal or designee will work with the parent to improve student attendance. Students who continue to be absent unlawfully may be referred to Family Court.

- **Excessive Absences:**

Students who are absent more than ten (10) days during the school year must have a written excuse from a licensed/certified health practitioner for those days in excess of ten (10).

In addition, any student who is absent more than twenty (20) days during the school year may not be eligible for promotion.

- **Chronic Absenteeism:**

In accordance with the Office of Civil Rights (OCR), schools are now required to capture the exact amount of instructional time that a student is missing throughout the day.

The OCR deems a student to be defined as "chronically absent" when s/he misses 50 percent or more of the instructional day for any reason for 10% or more of the enrollment period.

All absences contribute to chronic absenteeism (lawful, unlawful, or suspensions)

As a result, all SC schools will track the exact minutes students are on campus. Therefore, it is imperative that students are on time to school and remain at school, when possible, for the entire instructional period.

- **Assignments & Absences:**

If a student is absent for only one or two days, missed assignments will be sent home as homework once the child returns.

If a student is absent for three or more days, parents need to request missed assignments from the teacher. The assignments may be picked up in the office once the work is ready. **When requesting missed assignments, please allow 24 hours before coming by the school to collect student work.**

The assignments sent home will be determined by the teacher and do not necessarily represent every assignment or instruction completed in the classroom during the absence. There may be some make-up work to complete when the student returns to school, including tests and assignments that need direct teacher instruction.

3. TARDIES: Our instructional day begins at 7:40 a.m.

- A student entering the building after 7:40 a.m. is tardy and must be escorted into the office by an adult to sign in and obtain a tardy pass before reporting to class.
- A written excuse explaining the reason for tardiness is required.
- Only valid reasons (ex. doctor appointments) will be marked as excused.
- Oversleeping, rain, or traffic in the car line are not considered an excused tardy.
- Parents will be notified when a child has 15 or more tardies.
- At 20 tardies, an Attendance Improvement Plan will be developed with the parents.
- 30+ unexcused tardies may result in a referral to DSS and/or Family Court.

4. EARLY DISMISSALS: Early dismissals cause children to miss valuable instruction, however, if there is a need to remove your child from school during the day for a doctor/dentist appointment or other reason, the parent must come into the main office in order to sign the child out of school. At this time your child will be called to the office for dismissal. Students will not be dismissed from the classroom to a parent waiting in the hallway. **Please plan to pick up children for early dismissal by 2:00 p.m.** as the car line fills up early and the parking lot may not be accessible. Please note that after a child has ten (10) early dismissals, the principal or designee will work with the parent to improve student attendance.

5. CHANGE OF TRANSPORTATION: If an occasional emergency should arise and you need to change afternoon transportation for your child, we ask that you do so **before 2:00**. It is preferred that you come by the office in person to make these changes, but if this is not feasible, please call the school office or send in a handwritten note to make this request. *****Please do not email or leave a voice message for the teacher in regards to a change of transportation. If there is a substitute, or email is not working, or the teacher doesn't check messages until after school, we would not receive the information in time.** We ask that you try to avoid changing dismissal procedures for your child too frequently, however, as this can be very confusing during dismissal time.

6. NOTES REQUIRED FROM PARENTS: The school requires notes from parents for the following:

- all absences (handwritten or submit online through school website)
- requests for early dismissal
- permission for field trips
- anticipated, prolonged absences from school, (trips, hospitalization, etc.)
- change in usual method of transportation home
- authorization to administer any medicine
- specific medical treatment of special health needs
- food allergy or intolerance (doctor's note required for cafeteria)

- permission to go home with another student after school (*Please note - Students may not ride home on a bus for which they are not assigned without prior permission from the District Transportation Office, 476-4990. We are unable to accept a written note from a parent.*

7. GUESTS & VISITORS: We welcome visitors and guests to our school! Please enter through the office to sign in and obtain a VISITOR/GUEST sticker before entering the halls or classrooms.

All visitors seeking access to the building will be screened through the OpenGate device and LobbyGuard. To facilitate and expedite this process, please limit what you carry on your person and in your pockets. We highly recommend limiting items to car keys and a cell phone. All other items (bags, purses, etc) should be left in your car.

You will need a driver's license or other state-issued ID each time you sign in at the front office in order to sign in through our Lobby Guard system.

In order to promote the safety and welfare of students and staff members while they are on school grounds, **video cameras are in use in various locations within the school.**

- **Classroom Visits** - Our open door policy welcomes parents to visit briefly in their children's classrooms as long as their presence does not disrupt instruction.
 - **Classroom visits should be scheduled** with the teacher ahead of time to avoid tests, quizzes, or a modified schedule.
 - **Visits in excess of 30 minutes** must be scheduled with both the teacher and the principal prior to the visit.

You may be asked to sit near the back of the room, away from your child, to maintain the learning environment for all students. Guests/parents should not interrupt instruction to speak with your child, a classmate, or your child's teacher during instructional time. If you need to speak with the teacher, please schedule an alternate time with the teacher. Younger siblings may not be brought to the classroom during instructional time.

- **Special events and state testing days** - Many special events, such as our Boosterthon Fun Run, grade level activities, and chorus performances, lend themselves to visitors and spectators and we welcome everyone to come and participate!

Occasionally, due to the rotating schedule of activities and the need for more supervision, school wide events such as our Bear Blast only allow parent volunteers to specifically help with supervision and to assist with games/activities.

On state testing days, in order to ensure the best testing environment for all students, we ask that there be no visitors until the testing has been completed for the day.

For events such as 5th Grade Graduation or Kindergarten Celebration during the school day, if a parent wishes for a younger/older sibling to leave his classroom to attend the event, the student must be signed out through the front office.

8. MONEY: Whenever possible, payments should be made online for food services, school pictures, fees, PTO purchases, and field trips. There are occasions, however, when students may need to bring cash to school for specific purposes. Parents should place such money in an envelope with the student's name written on it, as well as the purpose of the money. The school will not be responsible for lost or misplaced money.

9. PERSONAL POSSESSIONS AT SCHOOL: Students should not bring toys and personal items not related to the educational program to school. Toys or other electronic devices that are disruptive or become a distraction may be confiscated and only released to the parents. Cell phone and smart watch usage is not allowed. Please reference the more detailed section regarding the use of electronic devices (cell phone, smart watch, etc) in the handbook. The school will not be held responsible for personal items that are damaged, stolen, or lost.

10. WATER BOTTLES: Students may bring water bottles to school provided that they are leak-proof and can be completely closed to avoid spilling. To protect the flooring and books, only water or other clear liquid may be brought into the classroom. Water bottles should be carried in an outside backpack pocket to avoid leaking and water damage to books and devices.

11. CELEBRATIONS & SPECIAL OCCASIONS:

- Birthday parties are not permitted at school. For special occasions it is preferred that a parent or other special guest come for a read aloud or for lunch.
- Parents must coordinate with the teacher prior to bringing any special snacks to ensure they meet the school district guidelines. (Please note that candy, cakes, cupcakes, and most cookies do not meet the district guidelines.) *****To avoid disappointment, and the possibility of special snacks being sent back home, please coordinate special snacks in advance with the teacher to ensure they meet the District guidelines.**
- Deliveries such as balloons, flowers, food (Door Dash), etc. will not be accepted for students.
- *More detailed information is provided in the Celebrations and Parties section.*

12. KINDERGARTEN BUS STUDENTS: Kindergarten students will not be released from the bus if a parent, guardian, or sibling or designated individual is not at the bus stop. If an appropriate authorized individual is not at the bus stop the kindergarten student will be returned to the elementary school and parents/guardian notified.

Parents - Be in the Know!

Visit the school - We have established an open door policy where parents and community members are valued and feel welcome inside the school. See specific details in the handbook for when and how to visit!

Get involved - Events such as "Meet Your Teacher" and "BES Preview" at the beginning of each school year provide parents with an opportunity to tour the school, meet the faculty and staff, and learn more about the upcoming year. We encourage parents and community members to become involved in our many school programs, initiatives and volunteer opportunities. Our Parent & Teacher Organization (PTO) also has many easy ways to get involved – even if you have a busy schedule.

Read all about it - In addition to weekly classroom and monthly school newsletters, and weekly school updates, the school web page, along with many teacher web pages provide a wealth of information about the school, upcoming events and current topics of study. These newsletters also solicit input from parents regarding the school, curricular programs, etc. News about Ballentine Elementary is often highlighted in the local newspapers, on the district web page, and the school web page itself. The school web page is updated regularly and includes the school newsletter, school information, calendars, menus, handbooks, standards, and many useful links. In addition, all staff members can be contacted through email by accessing our website.

Call or email us - We welcome your comments, questions, ideas, concerns, and suggestions! The school's phone number is 476-4500. To email, go to our website, www.lexrich5.org/BES select "Staff Directory" from the quick link section on the left of the screen, and find the email address of the person you'd like to contact. It is the quickest, easiest way to reach any of the staff members!

Connect with Us

BES Website: www.lexrich5.org/BES

BES Facebook: www.facebook.com/BallentineElementarySchool

BES Instagram Account: @BallentineElementarySchool

BES PTO Site: <https://sites.google.com/lexrich5.org/bes-pto/home>

ARRIVAL PROCEDURES

Students may enter the school building at 7:10 when staff are present for supervision and to assist as needed for unloading of bus and car rider students. **Please do not drop your child off until there are adults outside on duty.** Upon arrival, students should report to their designated area - cafeteria for breakfast, theater, gym for walking club, or early morning room (Kdg only).

- **BUS RIDERS** will unload at 7:10 a.m. and enter through the bus loop doors.
- **CAR RIDERS:** Car riders may be dropped off between 7:10-7:40 a.m. Students in grades 1-5 will enter the building through the doors near the cafeteria and report to their designated area (cafeteria, theater, or gym). Kindergarten students will enter the building through the red hall doorway to report to their morning room. Students entering the building after 7:40 need to be escorted inside by a parent/guardian and signed in. To avoid heavy car line traffic, we highly recommend dropping your child off between 7:10 - 7:30.
- **WALKERS:** At this time, the only neighborhood that has safety precautions in place for students to walk to school is Milford Park. Students living in other areas need to use bus or car transportation to get to school.

All Milford Park walkers will use the bus loop entrance during arrival and dismissal. A staff member is on duty at the bus loop from 7:10 until 7:40 for walkers. Students should cross at the path and steps between Milford Park and the bus loop of the school. Students are not allowed to walk through the staff parking lot for safety reasons. Students who will arrive after the tardy bell should not walk to school as the only door remaining unlocked after 7:40 is the main office door. Students entering the building after 7:40 need to be escorted inside by a parent and signed in.

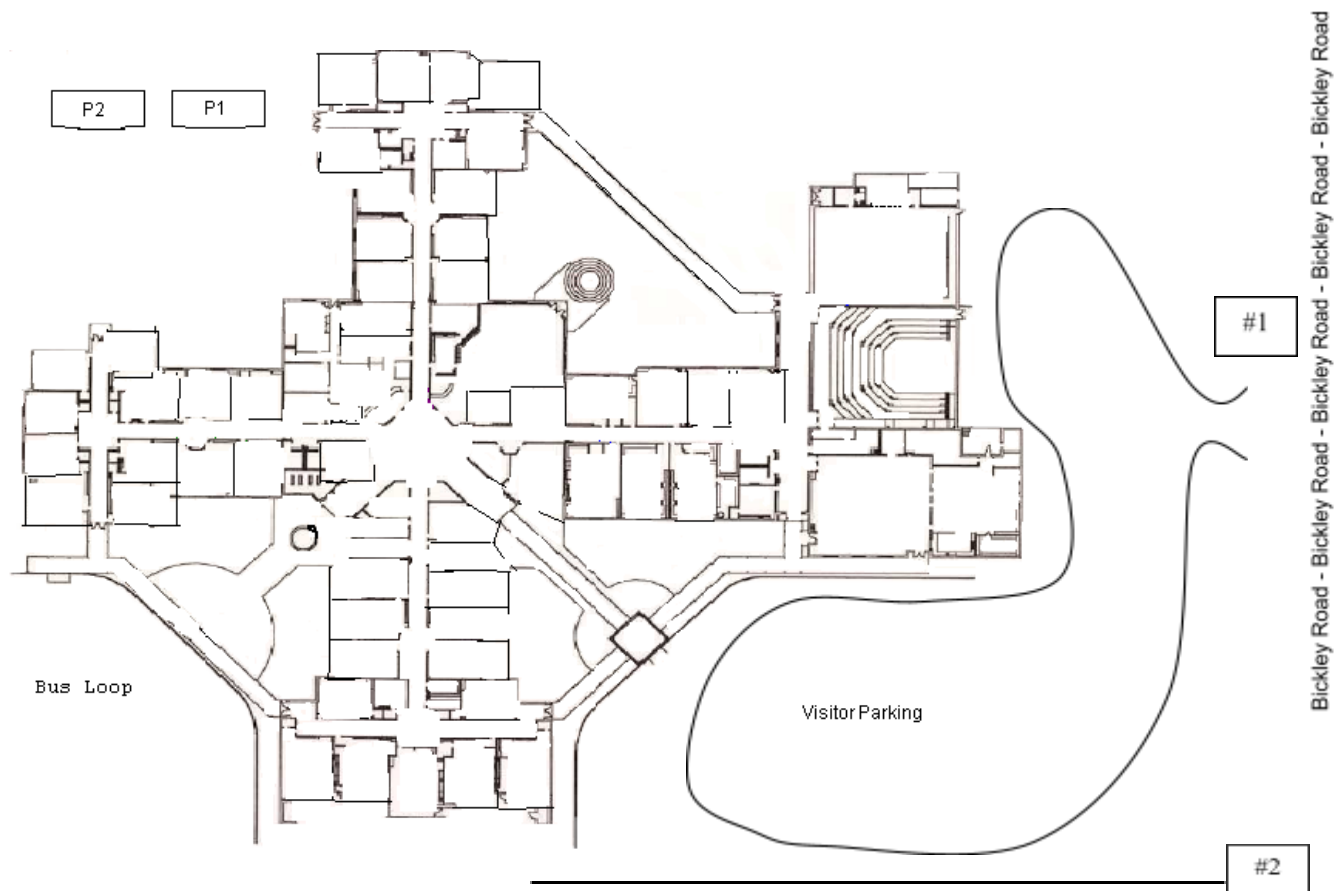
DISMISSAL PROCEDURES

- **Buses and Daycare Vans:** The driveway on the left side of the school is reserved for school buses and daycare vans. For safety reasons, parents should not park, drop off, or pick up students on the left side driveway.
- **Car riders and walkers** are dismissed after the buses leave. In the afternoons, waiting until 2:50 to pick your child up will significantly reduce your car line wait. Our car line ends at 3:00, so please make arrangements to pick your child up by this time. Walkers will be dismissed after the buses depart. School personnel will escort students across the bus drive.

For the safety of our children, we ask that you remain in your car in the carpool line during dismissal. Use parking spaces if you need to assist your child with a seatbelt.

The beginning and end of the day can be hectic times of the day and student supervision and safety is our highest priority. *Unless there is a pre-scheduled meeting, visitors will not be allowed during the first or last 30 minutes of school.* If you need to speak with your child's teacher, make arrangements to meet once dismissal is complete and students are no longer in the building. *Teachers will not be allowed to dismiss children from the classroom or hallways during dismissal time.*

TRAFFIC FLOW - UNLOADING/LOADING



#1 entrance/exit for car riders. Please note that this is a one-lane entrance. If accessing the parking lot, you will need to wait until you are able to fully enter the driveway, then pass with caution. As traffic builds, the car line will double stack, taking turns to merge into one lane for drop off / pick up in front of the school. **During take-in and dismissal, THE EXIT IS RIGHT-TURN ONLY.**

#2 entrance/exit for buses and daycare vans only.

This traffic pattern has been developed to assure maximum safety for your child and provide plenty of space for cars to line up while waiting for arrival/dismissal of car riders. Please pull as far forward as possible so that we may load/unload multiple cars at once. Do not stop in front of the cafeteria entrance to unload your child. This disrupts the flow of traffic and slows down the unloading process. Also, to ensure the safety of all, please remain in your car at all times. If you need to get out of your car, please park in a designated parking place. Handicap placards must be clearly displayed when using handicap parking spaces.

FOR THE SAFETY OF EVERYONE, please refrain from talking on a cell phone while driving in the car line. This will allow you to pay attention to the staff members directing traffic and allow you to give your child your full attention.

For occasional emergencies, a thirty minute grace period of supervision will be extended by Ballentine Elementary following dismissal of students. Students who are not picked up by 3:00 p.m. will be taken to the Irmo Chapin Recreation Commission (ICRC) Afternoon Safari After-school Program at Ballentine Elementary under the Safety Net Agreement. There will be a charge of *\$15.00 for this service and payment is expected at the time of pick-up.* This Safety Net is for **emergency use only** and may be used a maximum of three times per family during a school year. If you wish to enroll your child in the Afternoon Safari program on a regular basis, you must register with the Irmo-Chapin Recreation Center.

EARLY DISMISSAL

Early dismissals cause children to miss valuable instruction, however, if there is a need to remove your child from school during the day, the parent must come into the main office in order to properly sign the child out of school. At this time your child will be called to the office for dismissal. **Students will not be dismissed from the classroom to a parent waiting in the hallway.** Should a parent send another person to pick up his/her child, written authorization from the parent is required and the person authorized by the parent must follow the above mentioned sign out procedures. Since the safety of our students is always our most important concern, this sign out procedure is a policy we strictly observe. Proper I.D. may be requested. **Please plan to pick up children for early dismissal by 2:00 p.m.** as the car line fills up early and the parking lot may not be accessible due to double stacking that begins at 2:15. Please note that after a child has been dismissed early ten (10) days, the principal or designee will work with the parent to improve student attendance and additional days must be approved by the principal.

EMERGENCY CALLING SYSTEM

The District utilizes an automated system that has the capability to communicate directly with every family in the district in a fast, efficient manner. The system will call hundreds of phone numbers in a matter of moments to notify families of school closings or delays due to inclement weather or other unforeseen circumstances. In addition, schools have the capability to use the system to only contact families of students who attend their schools with news such as upcoming teacher/parent conference days, PTO meetings, etc. In order for this system to work efficiently, parents must make sure they notify the school of any change in number(s). Parents are encouraged to provide the school with more than one contact number in case of emergency.

EMERGENCY SCHOOL CLOSING

When inclement weather occurs, or a school closure is needed, district administrators make every attempt to provide prompt notification to parents, guardians and the public, in accordance with Board Policy EBCE. These announcements are made using the

district's automated telephone system, social media, other electronic media, and local news media outlets.

DELAYED OPENING SCHEDULE

If school opens on a delayed schedule due to inclement weather or other difficulties, buses will run their normal routes two hours later than usually scheduled. School will begin two hours later than the normal starting time. Upon arrival, students should report to their designated area - cafeteria for breakfast, theater, gym for walking club, or early morning room (Kdg only). A slightly modified schedule will be followed for the remainder of the day.

CAFETERIA

Ballentine Elementary offers breakfast and lunch daily.

- Breakfast is served each morning from 7:10-7:40. A student who will be eating breakfast at school must arrive at the school cafeteria by 7:30 so that he/she may finish and report to homeroom by 7:40.
- Lunch is served daily beginning the first day of school or children may bring a meal from home. Soft drinks in bottles or cans are not permitted in the cafeteria.
- Additional snacks and ice cream is available for purchase.

Parents may deposit any amount of money in their child's account with a check or cash, or use the online system to set up and add money to the account through LINQConnect.com. If you have questions about the amount in your child's account, you can also call the cafeteria at 476-4508 before 10:30 a.m.

Parents and guardians are always welcome to eat with their children.

- To help plan for this, please let your child's homeroom teacher know of your plans to join us for lunch so that the cafeteria is prepared for extra meals.
- Note that adult meal prices are not the same as students, and student accounts may not be used to pay for adult meals. In addition, the cafeteria only accepts cash or check for meals.
- Due to assigned and limited seating in the cafeteria guests will need to sit at designated visitor tables. As a reminder, other classmates may not be asked to join the parent/child.

***** Microwave Use:** Students and guests do not have access to a microwave during lunch, and staff members are unable to heat or prepare student/guest meals. Please send/bring lunches that are ready to eat or that will remain warm in a thermos or insulated container if needed.***

Students will be issued an ID. This ID and corresponding number will be used throughout the students' enrollment at Ballentine. Your child's ID /PIN # is his/her own personal number and will be used to check out library books, pay for meals, etc.

FREE/REDUCED MEALS APPLICATION - This is a wonderful resource for families. The application can be accessed online through Registration Gateway or District Five Student Nutrition website or LINQConnect.com. Applications must be renewed annually.

PEANUT BUTTER GUIDELINES FOR ELEMENTARY SCHOOLS: School District Five strives to address the needs of students with food allergies by working cooperatively with students, parents, and staff to minimize the risks of accidental exposure to food allergens while at school. Beginning with the 2019-2020 school year, the district will no longer serve peanut butter in elementary school cafeterias:

- Elementary schools in School District Five serve WOWBUTTER, a soy-based nut-free alternative. To read more about WOWBUTTER ingredients and nutritional facts, visit the company's website at www.wowbutter.com.
- While the district will no longer serve peanut butter in elementary schools, students may still bring peanut butter and other nut products to school for their own consumption. Schools have procedures in place to avoid contact between students with allergies to peanut butter and those opting to bring peanut butter to school for their own consumption.
- Parents will notify schools detailing the presence of a food allergy in their student(s) and will provide the necessary medication, working with school nurses on administration of medicines.
- Students should not consume food or drink given to them by other students. In the case of a reaction, students should immediately communicate with teachers, administrators or other appropriate adults at school.
- The district makes every attempt to notify PTO, PTA and other groups about its peanut butter guidelines.
- For more information on food allergies, including how to read food labels, how to educate your students and others on food allergies, and nut-free options for school snacks, visit: FARE (Food Allergy Research & Education): www.foodallergy.org.

CELEBRATIONS & SPECIAL SNACKS

Birthday parties are not permitted at school and students may not bring or distribute invitations for parties on the bus or at school unless all students in the classroom are invited. For special occasions it is preferred that a parent or other special guest come for a read aloud or for lunch.

Flowers, balloons, and other similar items cannot be brought into the school for students or be accepted by the school for delivery to students.

Policy ADF "School Health Wellness" requires that, during the instructional day, food brought from home to be shared with students must meet the [school wellness policies](#)

and guidelines. This action was recommended by the district Health Advisory Council, composed of local physicians, nurses, and other medical professionals and allows staff members to monitor nutritional information and ingredients, providing the greatest health safety for our students.

Foods and special snacks brought to school with the intent of sharing with all the students must come in sealed, store bought packages and labeled to show the ingredients and nutritional information. In addition, it must be in compliance with the Institute of Medicine (IOM) recommended Nutrition Standards for Foods in Schools:

- < 200 calories;
- < 35% of total calories from fat;
- < 10% of calories from saturated fats;
- Zero trans fat (< 0.5 g per serving)
- < 35% of calories from total sugars; and
- < 200 mg sodium

*****This is not easily determined by the nutrition label. To avoid disappointment and the possibility of special snacks being sent back home, please coordinate well in advance with the teacher to ensure it meets the district guidelines. *****

HEALTH ROOM

The Health Room is operated daily under the supervision of a registered nurse. The school nurse is responsible for maintaining a health record on all students.

The Health Room is designed to be an emergency station to care for minor illnesses or injuries that occur at school. Injuries or health concerns that occur outside of school should be treated at home or by your healthcare provider. The school nurse cannot diagnose or prescribe treatment as this is the responsibility of your family physician or health care provider.

There are times when a student should remain at home for his/her own welfare and for the protection of others.

- Students with a temperature of 101 or greater must remain home until their temperature has been under 101 for 24 hours without the use of fever reducing medication.
- Students with vomiting or diarrhea must remain at home until they have been symptom free for 24 hours and been able to tolerate a meal.

For other conditions that would require your student to remain at home please see DHEC's "School Exclusion List" for students who are in 1st through 12th grade and DHEC's "Childcare Exclusion List" for students who are in K3, K4, K5, or who are medically fragile. These exclusion lists may be located through the district's website.

If a student develops a communicable disease, the parent should notify the school nurse. This will allow the nurse to alert the teachers to observe other students for symptoms or to notify appropriate persons if needed. Parents should also notify the school nurse of any special health needs.

In the event that a student becomes ill or injured and needs to go home, the persons listed on the health card will be contacted and expected to come for the child immediately. For this reason, the school should be kept up-to-date on any changes in phone numbers of those persons to be contacted in an emergency.

- **LICE:** Every year, concerns about head lice arise within the school community. Head lice are often first identified in the school setting because children spend much of their day together, not because lice are easily spread at school.

As a parent, one of the most effective ways to prevent the spread of head lice is to make checking your child's hair a regular part of your hygiene routine. Thoroughly combing and inspecting your child's hair on a regular basis can help you detect an infestation early and begin treatment promptly. If you suspect your child has head lice, please contact the school nurse, who can confirm the presence of lice and provide guidance on appropriate treatment.

If live lice are discovered in a student's hair during the school day, the student may remain at school for the remainder of the day. Before returning to school, the student must receive appropriate treatment at home and be re-checked by the school nurse prior to returning to class.

MEDICATIONS

Medications to be taken during school hours must be brought to school and delivered to the school nurse or designated adult in the ORIGINAL container with all labels intact. Over the counter medications should only be sent to school for a specific condition your child is known to experience. Whenever possible, medications should be given before or after school.

All medications (including over the counter medications) must be accompanied by parental permission and written authorization from the prescribing physician or health care provider. Herbals, food supplements, alternative medicinal products, and other items that do not have FDA approval also require a written order from a prescribing health care provider.

The form giving permission to administer medication is available through the health room. A record of all medications administered at school will be kept for each student. Only those students who have met all of the requirements to self medicate will be allowed to keep medications on their person. All other medications will be kept at school

and must be picked up by a responsible adult when the medication is discontinued, expired, or at the end of the school year. Medications are not sent home with students.

*****All medications must be picked up from the health room by the last day of school each year. Medications not picked up by the last day of school will be disposed of as we are not able to store them over the summer.*****

Field Trip Medications: If your student will require medication on the field trip that is not currently being given at school you will need to provide the medication, along with the required consent forms, to the school nurse one week prior to the field trip. This allows time for the nurse to verify that there are not any problems with the medication and/or consent forms and to train the teacher to properly assist your student with their medications. Medications must be in the original pharmacy-labeled bottle, preferably with only the dosage(s) needed for the trip along with the consent form signed by the health care provider. The nurse cannot repackage any medications and will need to send the student's medication bottle containing all of their medication on the field trip if a bottle containing only the required dose is not provided. This includes over the counter medications.

SERVICES AVAILABLE TO STUDENTS WITH SPECIAL HEALTH CARE NEEDS

Parent Notice (IHPs, 504, IDEA, Homebound):
Required By S.C. Code Ann. Section 59-63-90 (Supp. 2005)

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people—such as teachers on duty during recess, bus drivers, and cafeteria employees—to make sure that the students' needs are met throughout the school day.

Individual Health Care Plans or Individual Health Plans (IHPs)

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school nurse.

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed.

Individuals with Disabilities Education Act (IDEA)

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed.

Medical Homebound Instruction

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school.

CHILD ABUSE

All school personnel are mandated to report to the Department of Social Services any information received in their professional capacity which gives them reason to believe that a child's physical or mental health, or welfare has been or may be adversely affected by abuse or neglect. These guidelines are in accordance with Section 63-7-310 (2008) of the South Carolina Children's Code.

STUDENT BEHAVIOR - CODE OF CONDUCT

To be consistent in all schools, District Five has developed a district-wide discipline policy and Code of Conduct that is accessible on district and school websites. (Board Policy JCDA.) It is important that students and their parents become very familiar with these codes. The BES faculty believes that a partnership of teachers, students, and parents is critical to the success of the school. Our responsibility is to provide a safe and caring environment necessary for learning. We believe in teaching students responsibility and fostering self-discipline. The Behavior Code helps define those responsibilities, as well as the possible consequences for not meeting expectations. For easy access we have included the elementary school portion of the D5 Code of Conduct in this parent handbook. The full Code of Conduct can be found on our school website, as well as the district website under Student Services & Planning.

COMMUNICATION

Regular communications between parents and teachers provide an excellent opportunity to discuss many details regarding the child's school experiences that cannot be conveyed on the nine-week report card. Regular contact between the home and school will help your child see that both parents and teachers care about his/her progress.

COMMUNICATION FOLDERS: Communication folders will be sent home weekly with students with a wealth of information (progress reports, assignments, upcoming events, periodic notes and much more). It is important that you read and review this information carefully. Folders should be returned to the classroom teacher the following day.

CALLS, MESSAGES, & CONFERENCES: Teachers can be contacted by sending a note, email, or calling the school office. You may also leave a message requesting a return phone call. Teachers typically return phone calls within 24 hours during the work week either before and after school and during their planning period. Working hours for teachers are from 7:30 a.m. until 3:00 p.m. each day. Tuesday afternoons are reserved for school / district meetings and professional development. Messages and emails received after hours or during the weekend will be returned the following work day.

Conferences will be offered for all students during the year. In addition, parents may request to meet with teachers whenever there is a concern. These conferences may be scheduled by calling or emailing the appropriate teacher(s). A time will be selected which will not conflict with teachers' instructional responsibilities. Before any classroom related concern is brought to the principal, it should be discussed with the student and teacher first. If the situation is not resolved, then by all means call the principal or assistant principal.

Quick Tips for Success in Parent Conferences

- Always schedule an appointment with the teacher. This way she is prepared with current data on your child and will be prepared to answer any questions you may have.
- Write down your questions in advance.
- Don't hesitate to ask questions.
- Stay focused on the needs of your child.
- Take notes.
- Share information freely.
- Relax! We are in this TOGETHER!

BES PREVIEW / CURRICULUM NIGHT: Specific information regarding the curriculum and instruction within a particular grade level is presented during our BES Preview / Curriculum Night. The information shared provides a good foundation for the year and all parents and guardians are strongly encouraged to attend. Please be sure to have an updated email address on file to ensure regular communication.

NEWSLETTERS: Parents are strongly encouraged to read the Bear Bulletin, our weekly digital school newsletter, and the monthly PTO Paw Print. These newsletters have current information, school business and activities, information on upcoming events and deadlines, and PTO and SIC updates. Both newsletters will be posted on the school website: www.bes.lexrich5.org and sent via email to parents.

PARENT PORTAL: Lexington District Five's online student information system, PowerSchool Parent Portal, will provide parents with real-time information to access student schedules, attendance, grades, and much more. Before you can log into PowerSchool Parent Portal, you will need a PowerSchool username and password. Parents may receive a username and password from the school registrar by showing a valid ID. If you have previously received a password and username, it will remain the same. A username and password for new students will be made available at the beginning of the year.

CHANGE OF ADDRESS OR PHONE NUMBER: The school office must have a telephone number at which parents can be reached during the school day, even if that number is unlisted. This is particularly important when emergencies occur. Please notify the office staff and the Homeroom Teacher if a phone number or address has changed.

INSTRUCTIONAL PROGRAM

The South Carolina Education Oversight Committee (EOC) is charged with encouraging continuous improvement in SC public schools, approving academic content standards and assessments, and establishing the state's educational accountability system. The

EOC has created family-friendly standards to support families with an understanding of what your children will be learning during the school year. The following points explain the importance for parents to have a solid understanding of current state standards by subject and grade level:

There are six key reasons why parents should be familiar with South Carolina's academic standards:

- 1. Standards set clear, high expectations for student achievement. Standards tell what students need to do in order to progress through school on grade level.*
- 2. Standards guide efforts to measure student achievement. Results of tests on grade-level academic standards show if students have learned and teachers have taught for mastery.*
- 3. Standards promote educational equity for all. Instruction in every school in the state is based on the same academic standards.*
- 4. Standards inform parents about the academic expectations for their child. Standards give parents more specific information for helping their child at home.*
- 5. Standards enable parents to participate more actively in parent/teacher conferences. Knowledge of the academic standards helps parents understand more about what their child is learning and what they can do at each grade level.*
- 6. Standards help parents see how the current grade level expectations are related to successive years' expectations.*

To view the standards for every subject area, please visit [For Families | Education Oversight Committee](#)

SUCCESS CRITERIA BY QUARTER: School District 5 has created a document that has the SC State Standards for every grade level along with the timeline of when it is taught. We hope that parents will appreciate the "Success Criteria" and the "I Can" statements that explain what students should be able to do by the end of each quarter based on the grade level standards. These will be distributed to parents at the start of the school year and are also linked in the weekly Bear Bulletin (school newsletter), and on the BES website. They will be a great resource as we partner together to ensure your child's success!

HOMEWORK

The amount and frequency of homework assigned vary among grade levels and subjects taught. Homework, when given, should serve to reinforce skills and provide additional practice. Weekly folders are provided to all students and sent home with important papers for parents to review. At the beginning of the year, teachers will explain their homework policies. If you have questions, please contact the teacher by calling the school office, using email, or by sending a note. Parents are encouraged to monitor

grades on Parent Portal. (See the School Registrar for your password.) Grades are entered within 5 school days for minor assignments and 10 school days for major or extended assignments.

Approximate minutes of daily homework are as follows:

Kindergarten	10-15 minutes
Grade 1	15-30 minutes
Grade 2	15-45 minutes
Grade 3	15-45 minutes
Grade 4	30-60 minutes
Grade 5	30-60 minutes

REPORT CARDS AND GRADES

District Five Grading Philosophy: To ensure we function as a system, where a group of units operates in unison, School District Five of Lexington & Richland Counties has created this grading philosophy. Grades in School District Five reflect evidence of student proficiency in the learning progression of content standards and skills over time. Behavior and effort are evaluated and reported separately from the academic grade. Grades should identify for teachers, students, and families clarity, gaps, and deficiencies in learning and consistently and objectively inform teachers of areas where students need remediation or acceleration. We collectively implement these practices as we aim to meet the needs of the Whole Child.

Student progress in grades kindergarten through second is reported for Language Arts, Mathematics, Science, Social Studies, Art, Music, Physical Education, and World Language through a standards-based progress report using the following key:

- M** = Meets the grade level expectations at this time (independent achievement consistently meets grade level expectations/standards at this time.
- P** = Progressing satisfactorily towards grade level expectations at this time (independent achievement shows inconsistent application of skills but is making progress at this time).
- U** = Unable to meet grade level expectations at this time (little or no evidence of meeting grade level expectations/standards at this time.
- *** = Not assessed at this time.

Student progress in third, fourth, and fifth grade will be reported using the following marking system:

A = 90-100	D = 60-69
B = 80-89	F = Below 60
C = 70-79	I = Incomplete

Students who are not performing at grade level, including students in grades 3–5 who are failing English Language Arts and/or Mathematics, may be considered for retention if sufficient academic progress is not demonstrated. Retention decisions will be based on a review of the student's overall academic performance, progress over time, documented interventions, and individual needs.

In order to ensure parents are aware of their child's current academic progress, grades for academic assignments will be posted by teachers to PowerSchool and updated weekly. Teachers will post minor assignment grades within 5 school days and major or extended assignment grades within 10 school days. Minor assignments (such as classwork and quizzes) are assignments that count once in the gradebook and major assignments (such as tests and projects) are assignments that count twice. As a reminder, please see the Registrar in the front office to get your child's login information for Parent Portal.

HOURS OF OPERATION

During the school year, the front office is open daily, Monday - Friday, from 7am - 3:30pm. After hours, on holidays, and weekends, messages may be left on our voicemail system and will be returned the next school day. All calls will be returned within 24 hours during the work week. Calls/emails received during the weekend or over holidays will be returned the following business day.

LOST AND FOUND

Clothing and property should be labeled with your child's name. Students and parents should check the lost and found area located near the cafeteria when items are misplaced. Small items such as keys and glasses can be claimed from the office receptionist. **Items not claimed by the end of each semester will be donated to local charities.**

LIBRARY

The Ballentine Elementary library is open from 7:30 am to 3:00 p.m. on school days. The mission of the media center is to ensure that students are effective users of ideas and information, enthusiastic readers, skillful researchers, and productive users of technology. Students are encouraged to be good listeners, kind to books and respectful of others in the media center.

Classes visit the library at designated times. Instruction may include library skills, storytime, book suggestions, and inquiry lessons. All students are encouraged to check out books to help them grow as readers. Books that are considered overdue may be renewed. If a book is lost or damaged, a notice with the cost of the book to be replaced will be sent home for payment.

MEDIA CONSENT

Throughout the year, School District Five of Lexington and Richland Counties receive requests from newspapers, television, and radio stations for stories concerning school-related activities. Often such requests include permission for students' names and/or pictures to be used as a part of a news account or a feature story. In addition, schools and the District may like to include students' names and/or their pictures in various school newsletters, brochures, videos, websites, social media, or other publications.

During the registration process, parents have the option as to whether or not they wish to grant permission for the release of their child's name and/or picture for the purposes stated above. **Please be aware that by indicating that you do NOT grant permission for your child's name and/or picture to be used for such purposes stated above, that he/she will also not be included in the yearbook or in class pictures.**

GUIDANCE PROGRAM

Ballentine Elementary has a guidance counselor to assist all students. The school counselor teaches monthly class lessons, conducts small groups, and meets with students individually. Students may request to visit the guidance counselor by asking their teacher and/or writing a short note. Parents wishing to contact the school counselor should call 803-476-4500.

SPECIAL SERVICES

District Five provides educational opportunities for all students, including those with physical, mental and emotional handicaps. Each elementary school offers a combination resource program taught by teachers certified in learning disabilities. These programs provide special services to students who spend most of their school day in regular classrooms. Students needing more than three hours per day of special instruction or those needing programs for specific disabilities are served at certain schools. The district provides transportation when students must participate in classes outside of their regular attendance area.

ACADEMICALLY GIFTED PROGRAMS

The academically gifted program (AGP) is designed to maximize the potential of gifted and talented students by providing programs and services that match the unique characteristics and needs of these students in grades three through twelve.

Gifted and talented students may be found within any racial, ethnic, or socioeconomic group; within any nationality; within both genders; and within populations with disabilities. Identification is a multi-step process, which consists of referral, screening, and assessment of eligibility by a district evaluation and placement team. The State of

South Carolina has established three dimensions of giftedness as criteria for placement in the academically gifted program. *In order to qualify for placement in gifted/talented programs, a student must meet the eligibility criteria in two of the following three dimensions:*

Dimension A – Reasoning

Students must score at or above the 93rd national percentile on a nationally normed aptitude test. Students may be eligible for placement on the basis of aptitude scores alone if they score at or above the 96th percentile on the composite score of a nationally normed aptitude test.

Dimension B – Achievement

Students must score at or above the 94th national percentile on approved subtests (reading and/or math) on a nationally normed achievement test or score at the *Advanced* level for English/language arts and/or math on the spring standardized assessment.

Dimension C

For placement in grades 3-4, a student must achieve a performance standard of 4 (on a 5-point scale) on verbal or non-verbal performance tasks. Beginning in grade 5, a 3.5 grade point average in the academic disciplines is used in lieu of the performance tasks.

All students are screened automatically for AGP at the end of grades 2-5. The accelerated and enriched curriculum is differentiated in level of abstraction, complexity, pace, breadth, and depth. Interdisciplinary units of study focus on an infusion of technological skills, along with research, creative, and critical thinking skills. An organization for parents, Parents Active in Gifted Education in District Five (PAGE-FIVE), involves parents in the Academically Gifted Program in all of our schools.

MULTI-TIER SYSTEM OF SUPPORT (MTSS)

In our continuing effort to improve the academic performance of all students, our school implements a program called Multi-Tiered System of Support. MTSS is a model designed to provide effective instructional support using scientific, peer-reviewed, research-based interventions. Our MTSS program supports the whole student by identifying individual needs and providing a continuum of increasingly intensive support. The student's progress is directly and frequently monitored.

The MTSS Team includes a school psychologist, administrator, special education teachers, school counselor, school social worker, and classroom teacher. The role of this team is to provide immediate support to teachers in addressing individual students' social, emotional, and academic concerns. As required by law, this team functions as an intermediate step between the recognition of a concern by the classroom teacher and a formal referral for testing.

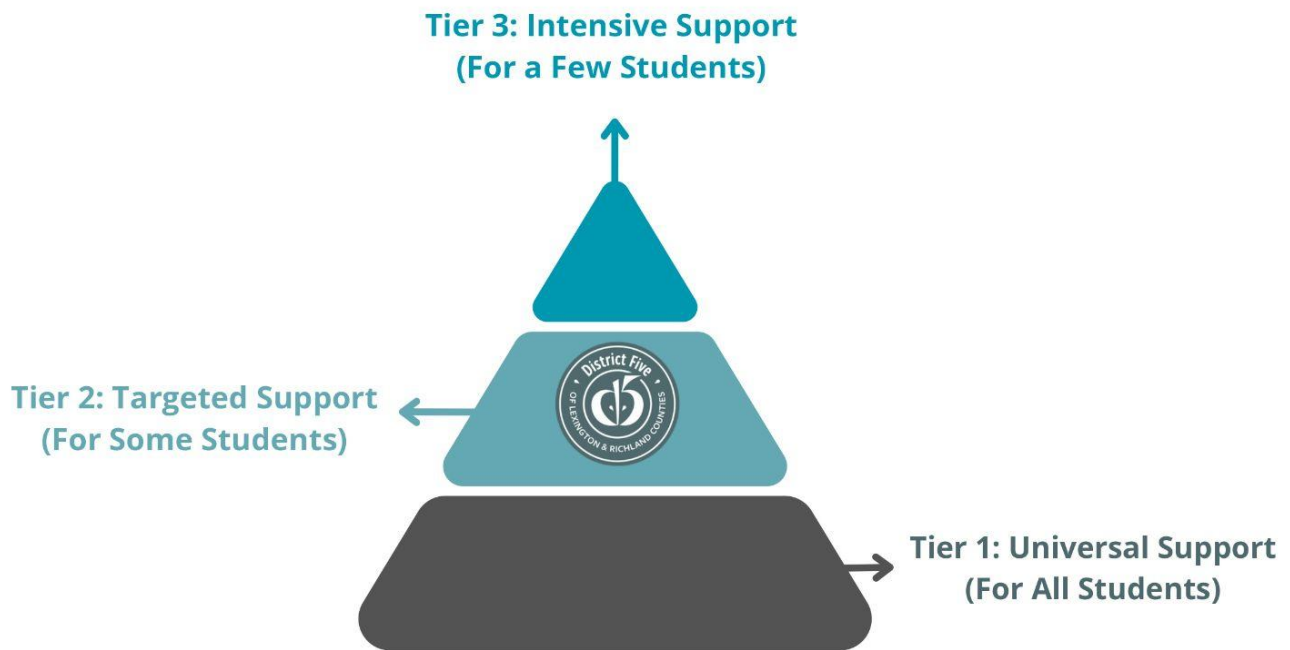
Lexington-Richland School District Five
MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

Multi-Tiered System of Supports (MTSS) in School District Five aligns with the District's mission, vision, beliefs, goals, and outcomes. Although MTSS is most commonly used to address reading, mathematics, and behavior, it also serves the "whole child" and supports individualized growth and development of all students through the following components:

Physical Safety, Physical Health, Mental Health, Social Needs, Behavioral Needs/Skills, Academic Readiness, Educational Needs

What MTSS Means for Your Child? MTSS helps teachers and school teams look at student progress and determine what type of support will help them grow. These decisions are individualized, based on data, and adjusted over time. Supports happen in three levels:

Tier 1 (Universal Support), Tier 2 (Targeted Support), and Tier 3 (Intensive Support)



IMPORTANT THINGS FOR FAMILIES TO KNOW

- **Parents are partners.** Communication is ongoing, and families are encouraged to ask questions, collaborate, and share insights.
- **Students do not “belong” to a tier.** They receive different levels of support as needed, and supports can change.
- **Interventions are individualized.** Not every child will receive the same supports, even if needs look similar.
- **Progress is regularly reviewed.** Schools adjust the plan based on what is working.

Lexington-Richland School District Five

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

Tier 2: Targeted Support (For Some Students)

Some students need a little extra help in a specific skill area—academic, behavioral, or social-emotional. These supports supplement regular instruction and are often provided in small groups. Progress is monitored more frequently. Not all students will receive all interventions; supports are matched to individual needs.

Examples of Tier 2 supports may include:

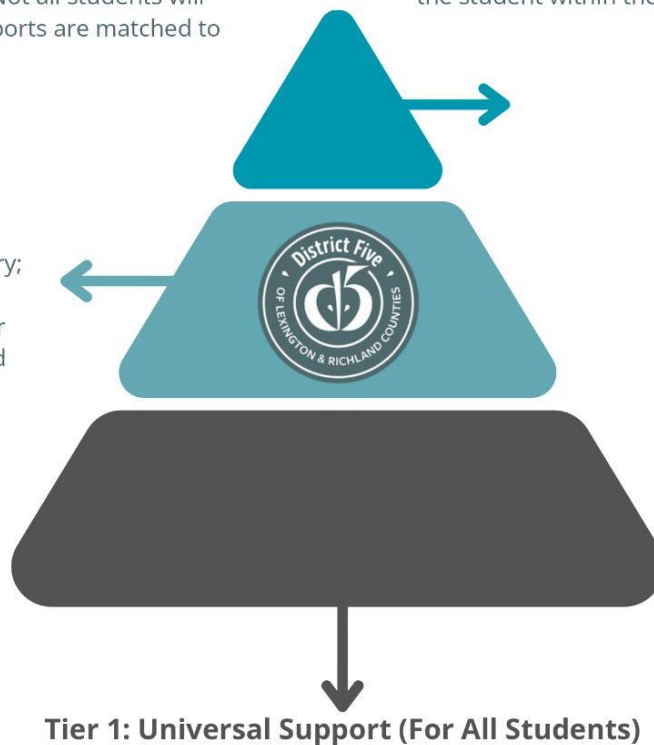
Small-group reading or math intervention; Content Recovery; Check-In/Check-Out with a mentor; Behavior contracts or skill-building groups; Targeted lessons on skills such as decoding, comprehension, organization, or coping strategies.

Tier 3: Intensive Support (For a Few Students)

A small number of students may benefit from more individualized, intensive intervention. These supports are more frequent, more focused, and closely monitored. Even at Tier 3, the goal is still to support the student within the general education environment as much as possible.

Examples of Tier 3 supports may include:

One-on-one reading or math intervention; Credit Recovery; Intensive behavior plans; Counseling or support from school specialists; Functional Behavior Assessment (FBA) or Behavior Intervention Plan (BIP); Referral for further evaluation if a disability is suspected (with parent involvement).



Tier 1: Universal Support (For All Students)

Examples of Tier 1 supports may include: Differentiated classroom instruction; Small-group work built into daily lessons; Content Recovery; Positive behavior support and intervention; Classroom routines, expectations, and social-emotional lessons; Regular progress checks and feedback.

Every child receives strong, research-based classroom instruction and schoolwide expectations for behavior through the use of high quality instructional materials that are based on South Carolina state standards. Schools monitor progress through universal screeners (such as MAP, FastBridge, attendance, and classroom data) to see how all students are growing. Most students are successful with Tier 1 alone.

For additional information regarding the MTSS process in School District Five, visit www.lexrich5.org/MTSS or scan QR Code:



SC READ TO SUCCEED ACT

Reading is the core of the school day for young children because students need strong reading skills to learn in all other school subjects, such as science, social studies, writing, and math. By the end of third grade, students are expected to be able to read independently and comprehend a variety of grade-level texts based upon South Carolina College- and Career-Ready (SCCCR) Standards.

South Carolina law states, "Beginning with the 2017-18 school year, a student must be retained in the third grade if the student fails to demonstrate reading proficiency at the end of the third grade as indicated by scoring at the lowest achievement level on the state summative reading assessment [SC READY Reading]."

Students with learning disabilities who have an IEP, students with limited English proficiency, and those who have been previously retained may receive a "good cause exemption" and be promoted to the fourth grade even if they are not reading at the required level.

ANIMALS AT SCHOOL

For the safety and protection of the children, we urgently request that family pets such as dogs and cats not be free to follow children to school. Every attempt will be made to call the owner of animals found on the school grounds, but we will be compelled to ask the county to pick up such animals if they continue to stay on the school campus. Approval from the principal must be obtained before an animal is allowed in the building. Many children have pet allergies or are very fearful of certain animals.

CELL PHONE & SMART WATCH POLICY

According to D5 School Board Policy JIC-J, students may possess wireless communication devices in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions. However, students may not use wireless devices such as cell phones, smart watches, or any other communication devices while on school property during school hours (7:10-2:30). Cellular phones or other Wireless Communication Devices (WCD's), including cellular or "smart" watches, that are used during school hours, or that ring or vibrate during school hours will be considered "in use"; therefore, phones and cellular/"smart" watches should be turned **OFF** during school hours to avoid being confiscated by teachers or administration. We strongly recommend that cell phones and other electronic devices not be brought to school.

This policy has been developed in compliance with the General Appropriations Bill, H. 5100 of 2024, Proviso 1.103 and is applicable to grades kindergarten through twelve.

Students are personally and solely responsible for the care and security of their cell phone and other wireless communication devices. The school assumes no responsibility for theft, loss, damages, or vandalism to WCDs brought onto its property, or unauthorized use of such devices. If an emergency parent contact needs to be made, they should make a request to their teacher or administrator who will make arrangements for them to use the phone.

Consequences for using wireless devices during school hours:

- First Offense: Warning / Return to Parent
- Second Offense: School Consequence / Return to Parent
- Third Offense: School Consequence / Return to Parent
- Fourth Offense: Wireless device confiscated through end of the semester

BES PARENT-TEACHER ORGANIZATION (PTO) AND SCHOOL IMPROVEMENT COUNCIL (SIC)

The Ballentine Elementary Parent Teacher Organization (PTO) is an active organization that supports every aspect of the school. From volunteering in the classroom, to coordinating special school-wide events, these parents play an integral role in the success of our school. If you have an hour a year or an hour a week, we have a place for you! It is a great way to meet other BES families and to get involved with the school.

The dates/times of activities and events vary so that all families have the opportunity to participate, but the meetings are typically the first Friday of each month at 7:45am. Specific dates and times will be advertised in the Bear Bulletin (the school newsletter) and the PTO Paw Print (the monthly PTO newsletter.)

The BES School Improvement Council was established as a result of the South Carolina Education Finance Act of 1977 and the Educational Improvement Act of 1984. The School Improvement Council includes elected parents, teachers, and community members which helps create an important link between the home, school, and community.

VOLUNTEERS

Volunteers play a vital role in supporting our school community, and we are incredibly grateful for the time, energy, and talents they share with our students and staff. Whether assisting in the classroom, helping with events, or chaperoning field trips, volunteers enrich the educational experience for all. To ensure the safety of our students, all volunteers - including field trip chaperones - must complete the District Volunteer Packet and receive approval before participating in any school activities. These packets are provided to all parents at the beginning of the school year, and once approved, the clearance is valid for three years. We deeply appreciate your involvement and support in making our school a safe and welcoming place for every child.

BUSINESS-EDUCATION PARTNERSHIPS

Business and public schools in South Carolina are joining forces to improve both education and the State's economy. Joint efforts of educational and business partnerships are aimed at a wide range of needs. Ballentine Elementary School is interested in this kind of community teamwork. If you would like more information regarding how you may participate and/or help with this support of our school, please call one of the BES administrators at 476-4500.

STUDENT RECORDS

As stated in School Board Policy JR, student records will be handled in a manner consistent with the Family Education Rights and Privacy Act (FERPA), as amended.

If a student transfers and enrolls in a school other than Ballentine Elementary, his/her educational records will be transferred to that school or school system upon request by the school/school system. The parent/eligible student has the right to request a copy of the record that was disclosed. Parents also have a right to request an amendment of educational records if they believe the record contains information that is inaccurate or misleading.

DIRECTORY INFORMATION

According to school board policy JRA, Public Use of School Records, directory information regarding students will be handled in a manner consistent with the Family Educational Rights and Privacy Act (FERPA), as amended.

Information that the District has designated as "directory information" regarding a student may be released to outside organizations upon request and without prior written consent from the parent/eligible student. The District defines directory information as a student's name, address, telephone number, photograph, grade level, school to which he/she is assigned, years of attendance at that school, awards received, participation in officially recognized activities and sports. Outside organizations requesting directory information include, but are not limited to, companies that publish yearbooks.

If you do not wish Ballentine Elementary School to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing no later than 30 calendar days after the first day of school.

FEES

All D5 students must pay a \$20.00 Technology Fee. This fee is collected to support technology resources that are directly used by students. The specific purpose of the funds is as follows:

- repair and/or replacement of student-issued devices
- parts and accessories (cases for example) for district-issued student devices
- licensing and support of instructional management software for teacher use with district-issued student devices
- licensing and support for Google accounts for students with district-issued or personally owned devices
- address unforeseen issues that may arise.

FIELD TRIPS

Educational field trips are planned to provide experiences correlated with subjects studied in the classroom. Students are required to have written permission from a parent or guardian prior to participating in field studies, whether on campus or off campus. All trips are chaperoned by school personnel and may be assisted by parent volunteers. All chaperones must complete the District Volunteer packet and be approved prior to being confirmed as a chaperone. These packets are distributed to all parents at the start of the school year and once approved, are valid for three years.

It is often necessary to limit the number of chaperones. Teachers will designate specific people as chaperones. These will be the only chaperones for a specific trip and these chaperones must ride the bus. There should be no other chaperones following in separate vehicles unless otherwise requested by the school. All students, teachers and chaperones are expected to ride the bus to and from the specific destination unless extenuating circumstances have been approved by the principal. Specific information about departure and arrival times, destinations, clothing, food, and pocket money will be provided prior to the field trip. If a bus is used for transportation, a fee will be charged to cover the expense.

ERIN'S LAW

The South Carolina Code of Law, Section 59-32-30(G) was amended "beginning with the 2015-2016 school year, districts annually shall provide age-appropriate instruction in sexual abuse and assault awareness and prevention to all students in four-year-old kindergarten, where offered, through twelfth grade. This instruction must be based on the units developed by the board (SC Board of Education), through the department (SC Department of Education), pursuant to Section 59-32-20(B)."

The purpose of the law is to help students understand how to stay safe from sexual assault and how to report any incidents. It is important to provide students with a voice for deciding who and what touches should be allowed.

At the elementary level, instruction includes topics such as being unique, understanding feelings, being a friend, bathing suits cover private parts, good touch/bad touch, stranger danger, getting adult help, general safety rules for home and school, technology safety, and understanding peer pressure and media influences. These topics are aligned with the *South Carolina Health and Safety Education Standards* and the *Erin's Law Resource Guide* provided by the SC Department of Education. Topics are covered in many parts of our curriculum such as through the comprehensive school counseling program, academic classes, PE and health classes, and school-wide programs.

At the secondary level, Erin's Law instruction is part of the comprehensive health curriculum delivered during the second quarter by biology teachers. Students are expected to be able to explain Erin's law and understand and discuss the following indicators from the *South Carolina Standards for Health and Safety Education 2017*: I-HS.1.3, G-HS.2.7, G-HS.3.2, G-HS.3.3, G-HS.4.3, G-HS.5.1. School counselors, social workers, and psychologists may also provide programs of instruction or counseling.

GAVIN'S LAW

Beginning with the 2023-2024 school year, per the requirements of Gavin's Law, Act 54 of 2023, "local school districts shall collaborate with the State Department of Education, the South Carolina Law Enforcement Division, and the Attorney General's office, as appropriate, to implement a policy to educate and notify students of the provisions of Gavin's Law. This includes adequate notice to students, parents or guardians, the public, and school personnel of the change in law."

Board Policy JICFB Gavin's Law Implementation was adopted 11/13/23 and states: "Gavin's Law (S.C. Code Ann. Section 16-15-430) is legislation that makes sexual extortion, the act of blackmailing someone using sexually explicit images or videos, a felony offense and an aggravated felony if the victim is a minor, vulnerable adult, or if the victim suffers great bodily injury or death directly related to the crime.

Gavin's Law requires the District to collaborate with the State Department of Education, the South Carolina Law Enforcement Division, and the AttorneyGeneral's office, as appropriate, to implement a policy to educate and notify students of the provisions of this law, which includes adequate notice to students, parents or guardians, the public, and school personnel.

In accordance with Gavin's Law, the District shall notify students of the provisions of this act through providing age-appropriate instruction on the dangers and consequences of

sexual extortion. Additionally, notification shall be provided to parents/guardians, the public, and school personnel regarding the law.

Any student who engages in sexual extortion will be subject to disciplinary action consistent with the District's Student Code of Conduct. Any employee who engages in sexual extortion will be subject to disciplinary action consistent with the District's policies governing staff conduct. School administrators shall notify law enforcement immediately of any allegations of such conduct, as required by State law and District policy."

BUS INFORMATION

Safe & Secure School Bus Transportation

The safety and security of all students, staff, and schools is the first priority for the Transportation Department of School District Five. In an effort to ensure a safe bus ride for all students, the school district has made the following provisions:

The school bus is an extension of school activity. Therefore, students must conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. The bus driver has the responsibility for supervision of students on the bus. From the time a school bus arrives at a bus stop in the morning, until the bus returns to that bus stop after school, students who ride the bus are, by law, under the control of school officials. While on a school bus, the bus driver is considered the individual responsible for the safety of the students. The bus driver is authorized to give directions, assign seats, and to prohibit any action on the bus that may threaten the safety or welfare of any person. When necessary a student may be removed from the school bus in order to prevent inappropriate behavior. **Students and staff members are subject to video and audio monitoring while they are on school buses.**

- Parents must request for their student to ride a different bus or get off the bus at a different stop or to have a friend ride the bus to the Area Transportation Office. Requests must be made at least 24 hours in advance and will be approved based on space available.
- Students may not load or unload at a school other than their assigned school unless prior approval is given to the parent or guardian and the school administrator.
- The Transportation Supervisor (or designee) has the authority to remove a student from the bus if the student or bus becomes uncontrollable. The student may not board the bus again until given permission by the Transportation Supervisor.

- Situations may arise in the operation of the school bus that are a concern to parents or other community members. These concerns should be resolved at the lowest possible level of decision making by the individuals closest to the concern; therefore, are best dealt with through communication with the appropriate Transportation Supervisor.
- Students and parents should not attempt to discuss bus rule violations or suspension matters with the bus driver at a bus stop. Anyone who attempts to board the bus while suspended or who interferes with the operation of the bus may be prosecuted under applicable South Carolina law.
- No disciplinary action shall be taken without due process being afforded to students and their parents; however, it may be necessary to remove a student(s) from the bus in order to maintain good order and discipline. This includes suspending a student for up to three days while an investigation is being conducted. Appropriate disciplinary action will be taken for incidents which involve severe offenses, such as: fighting, possession of weapons, drugs or alcohol, use of tobacco products, any action which endangers the safety of the driver and other students, or damage to the bus. Such action could involve a longer suspension from the bus or other consequences.
- The parents or guardians of a child being transported on a school bus are responsible for the safety and conduct of the child prior to the arrival of the school bus at the child's designated school bus stop for pick up and transport to school, and after the school bus drops off the child and departs the child's designated school bus stop.

TO AND FROM THE BUS

- Parents or guardians are responsible for the safety and conduct of children traveling between their home and school bus stop.
- If a student has to walk along the highway when approaching the bus stop, he/she should always walk on the shoulder.
- Students should walk, not run, when crossing the highway. Students should wait on their side of the roadway and await the signal to cross from the driver.
- Students should not run alongside the bus when the bus is moving. They should wait until the bus stops and then walk to the door. Waiting for the Bus
- Students should leave home and be at the stop at least 5 minutes before the bus arrives.
- Students are allowed to only ride their assigned bus.
- While waiting, the student must respect the property of others and wait in a quiet and orderly manner. Stay out of the street!
- Line up in an orderly fashion when the bus arrives and refrain from pushing or charging the bus.

LOADING PROCEDURES

- Be at the bus stop at least 5 minutes before scheduled arrival.
- Never run to catch the bus.
- Stay 6 to 8 giant steps (10 feet) away from the road while waiting for the bus.
- Move toward the bus only when the driver signals it is safe to do so.
- When crossing the road to board a bus, remain on the left side of the road until the driver signals that it is safe to cross.
- Check traffic.
- Walk straight across the road 10 feet in front of the bus.
- Go directly to your seat upon boarding.

WHEN RIDING THE SCHOOL BUS

- No glass containers on the bus.
- No spitting, eating, or drinking on the bus.
- No profanity, verbal abuse, harassment of any kind, obscene or sexual gestures.
- No standing while the bus is in motion.
- No hanging any part(s) of your body out a window.
- No throwing or shooting any type of object.
- No play-fighting or horse playing.
- Keep your feet, body, and bags out of the aisle – it serves as an emergency exit.
- Band instruments, projects, and other objects cannot take up seating space or block the aisle.
- Students may only ride the bus they are assigned to without permission from the Transportation Department. Do not ride any bus during a suspension of bus privileges.
- Do not vandalize the bus or ignite any flammable object.
- Do not hold onto the bus from the outside or pass objects through the window.
- Do not possess weapons, explosives, laser pens, or laser pointers.
- Do not tamper with any bus equipment or controls.
- Do not make excessive noise or engage in disruptive behavior.
- Students must obey and respect the directions of the driver.
- Students must not exhibit behavior that could disturb the other students or the driver.
- Students may talk quietly, but avoid loud, boisterous behavior, including singing, clapping, stomping, yelling or anything that could distract the driver.
- Students must never tamper with the emergency exits or any other part of the bus equipment, including fire extinguishers and first aid equipment unless there are reasonable grounds to believe that an actual emergency situation exists.
- Students may only board and exit the bus at their designated stop.
- Students must be at the bus stop 5 minutes prior to their scheduled pick-up time.

UNLOADING PROCEDURES

- Stay in your seat until the bus comes to a complete stop.
- Before stepping off the bottom step of the bus, look to the rear of the bus to make sure no vehicle is trying to pass on the right side.
- Once you are off the bus, move at least 10 feet from the bus immediately.
- Students planning to cross the road should walk forward 10 feet toward the front side of the bus.
- Wait for the bus driver's signal to cross the road. When the driver signals, walk forward and stop again in front of the bus where the driver can see you, but near enough to the road that you can see in both directions.
- Wait for the bus driver's signal again.
- Walk, never run, across the road and always watch for traffic.
- Never walk behind the bus or get closer than 10 feet to any side of the bus.
- Never try to pick up something you have dropped on the outside of the bus.
- After unloading from the bus, go home immediately, staying clear of traffic.

KINDERGARTEN STUDENTS

Kindergarten students will not be released from the bus if a parent, appropriate guardian, sibling or designated individual is not at the bus stop. If an appropriate authorized individual is not at the bus stop the kindergarten student will be returned to the elementary school and parents/guardian notified. Parents must arrange for the student to be picked up at the school. Forms for registering designated individuals are available through the schools or Area Transportation Office.

D5 PARENT INVOLVEMENT POLICY

District Five encourages, supports, and values the participation and involvement of parents and families in the educational experiences of their children. The District recognizes each parent as their child's first teacher and acknowledges the powerful influence of parents on their child's life. The District, therefore, is committed to developing family-friendly schools, offices, and programs to welcome and serve parents and families in positive and supportive environments.

Parents are involved in the development of the LEA (Lead Education Agency) plan and the process of school review and improvement by being part of a planning team that develops an overall Parent Involvement Policy. In addition, all parents are surveyed. This plan is distributed to all parents with children participating in Title I schools and to the community at large. An annual evaluation of the effectiveness of parent involvement will be conducted.

District Office staff provides technical assistance, coordination, and support to participating Title I schools. To assist these schools, District Office staff will be available to assist in the writing of the Title I grant, assist in procurement, attend school improvement/renewal team meetings, assist the schools in implementing effective parent involvement activities and Parent-Teacher organization meetings.

Additional responsibilities will be to provide assistance in any area requested to bring about school improvement and increase parental involvement. The District will assist each school in the development of a school-level Parent Involvement Policy. District Office staff will also see that state and federal guidelines are followed.

The schools and parents will build the capacity for strong parental involvement by entering into School-Parent-Student Compacts with staff and families of students attending Title I schools. Compacts are signed by the Principal, Teacher, Parent, and Student. Efforts to increase parent involvement will also include annual conferences to accommodate varied family schedules. In addition, an annual meeting for parents/families of students served in Title I schools will be held to provide information on Title I legislation, instructional programs and the desired outcomes for students of Title I Targeted Assistance schools. Parents will impact policy-making via opportunities to serve on School Improvement Councils, completion of parent surveys, preview of Title I plans in each school Media Center and/or serving as mentors or through other volunteer efforts. Schools will provide a number of Parenting activities during the year such as Technology, Literacy, Math/Science, Fine Arts, Testing, Cultural Celebration, Academic Information, and other student performance/academic presentations.

The Parenting Program served through Title I will coordinate and join together with other programs by inviting parents to attend parenting classes, Adult Ed classes, workshops and seminars offered by the District and/or state. Additional efforts will be made to work with other community programs to provide information and assistance regarding Title I Targeted Assistance programs.

Regarding funding, the District will reserve not less than one percent (1%) of the total Title I allocation to carry out parental involvement to include family literacy and parenting skills. In addition, each school will reserve at least 5% of their Title I allocation for funding Parent activities.

NON-DISCRIMINATION CLAUSE

School District Five of Lexington and Richland Counties does not discriminate on the basis of race, color, national origin, creed, religion, sex, age, disability, or handicap in admission to, or access to, or treatment for employment in its programs or activities. Inquiries should be directed to the Human Resource Officer, Title IX and Americans with Disabilities Act (ADA) Coordinator, at 476-8000; and Special Services and 504 Coordinator, at 476-8000; and at 1020 Dutch Fork Road, Irmo SC 29063. Individuals with disabilities who require assistance or special arrangements to participate in a program or activity sponsored by the school district should call 476-8000 at least 48 hours prior to the program or activity. Individuals with disabilities who require assistance or special arrangements to participate in a program or activity sponsored by Ballentine Elementary School are asked to contact the principal at least 48 hours prior to the program or activity.

School and Community Contact Information

	Department	Contact Person	Phone Number
School District Contact Information	Superintendent	Dr. Akil Ross	476-8116
	Public Information Office	Amanda Taylor	476-8118
	Human Resources	Dr. Tamara Turner	476-8198
	Coordinator of Gifted and Talented	TBA	476-8167
	Parenting and Family Services	Jennifer Felkel	476-8238
	Transportation Director	Harold Williams	732-8015
	Transportation Supervisor – DF Cluster	Charles Carter	732-8045
	Special Services	Jinni Friend	476-8223
District 5 Schools	CrossRoads Middle	Dr. Erin Doty, Principal	476-8300
	Irmo Middle	Mansa Joseph, Principal	476-3600
	Irmo High	Dr. Kaaren Hampton, Principal	476-3000
	Spring Hill Middle School	Stephanie Huckabee, Principal	575-5700
	Chapin Middle	Anna Unversaw, Principal	575-5500
	Chapin High	Ed Davis, Principal	575-5400
	Dutch Fork Middle	Vernon Sava, Principal	476-4800
	Dutch Fork High	Mr. Reed Gunter Principal	476-3300
	Spring Hill High	Dr. Michael Lofton, Principal	476-8700
Ballentine Elementary Contact Information	Principal	Robin Bright	476-4500
	Secretary	Dina LaBarca	476-4511
	Receptionist	Joelle McGlohorn	476-4500 (FAX 476-4520)
	Registrar	Tracy Tomlin	476-4500
	Nurse	Melissa Harrison	476-4509
	School Counselor	April Siders	476-4505
	Cafeteria Manager	Del Williams	476-4508
	Media Center	Wendy Price	476-4518

Community Information	Poison Control Center		1-800-222-1222
	Irmo Police Department		785-2521
	Lexington County Sherriff		785-8230
	Richland County Sherriff		576-3000
	SC Electric & Gas	power outages or establishing service	1-888-333-4465 803-799-9000
	Mid-Carolina Electric Coop	power outages or establishing service	803-749-6400
	Voter Registration – Lexington County	605 West Main Street, Lexington	803-785-8361
	Voter Registration – Richland County	2020 Hampton Street, Columbia	803-576-2240
	SC Dept of Motor Vehicles	Ballentine/Irmo location	749-9041
Other Community Services	Mental Health Services	Columbia Area Mental Health	898-4777
	Substance Abuse Counselor	LRADAC	733-1376
	Richland County Public Library	St Andrews Branch	772-6675
	Lexington County Public Library	Irmo Branch	798-7880
	Recycling Information	Irmo Area	781-7050
	Irmo Chamber of Commerce		749-9355
Hospitals with 24-hour Emergency Rooms	Palmetto Health Baptist	Taylor at Marion St. Columbia	296-5010
	Palmetto Health Richland	5 Richland Medical Park Dr, Columbia	434-7000
	Lexington Medical Center, Main Campus	2720 Sunset Blvd, W. Columbia	791-2000
	Palmetto Health Parkridge	Palmetto Health Parkway	407-4940
	Providence Hospital – North West	120 Gateway Corporate Blvd, Columbia	865-4500
Pharmacies open 24-hours	CVS	Lake Murray Blvd, Irmo	749-3843
	Kroger	Lake Murray Blvd, Irmo	732-0426

CODE OF CONDUCT

CHAPTER 1

ELEMENTARY K - 5



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Acts considered as Level III Offenses include but are not limited to the following:

- 3.010.** ***Furnishing, possessing or transferring dangerous explosives, plastic explosives, chemical reaction-type, pipe bomb materials including, but not limited to, Molotov cocktails, dynamite, or poison.
- 3.025.** ***Participating in a compromising situation and/or circumstance which can also include sexual conduct/activity. Such conduct may involve only the individual student or may involve other people. (Follow Title IX protocols, if applicable)
- 3.220.** Illegal use of technology (e.g. communicating threats of violence).
- 3.260.** Bomb threat.
- 3.350.** ***Unauthorized tampering with security, fire, access control or surveillance system or alarms.
- 3.500.** ***Arson, which is the intentional damage of school property, or attempted arson of school property. (See Glossary: Arson)
- 3.510.** ***Active participation in an act of mob violence. A mob is described as two or more people. Aggravated assault. (See Glossary: Mob) (See Glossary: Aggravated Assault)
- 3.520.** ***Assault of a staff member or any other adult designated by the school to supervise students, including volunteers. (See Glossary: Assault)
- 3.540.** ***Burglary to a school, portable classroom, school district building, or any structure on school district property.
- 3.570, 3.575, 3.580.**
***Transfer/distribution **(3.570)**, use in any amount or being under the influence **(3.575)**, possession **(3.580)** of marijuana (including marijuana seeds), hallucinogenic drugs, inhalants, edibles or any other controlled or illegal substance.

This includes being present on District/school property or at any school-sponsored event after using any amount of these substances. (See Glossary: Under the influence ofInhalants)

Note 1: In determining whether a student is under the influence of drugs, the student's appearance/manner/behavior, as well as statements made by the student as to consumption of drugs will be considered.

LEVEL III OFFENSES (Continued):

3.610. ***Sexual assault. (See Glossary: Sexual Assault) (Follow Title IX protocols, if applicable)

3.670, 3.740, 3.760.

Theft (**3.670**), possession or transfer (**3.740**), vandalism (**3.760**) of personal or school district property (Major) (See Glossary: Theft & Vandalism)

3.680. ***Possession, transfer, distribution, use in any amount, or being under the influence of alcohol. Since alcohol consumption is illegal by minors, consumption of any amount of alcohol will constitute a violation of this section.

This includes being present on District/school property or at any school-sponsored event after using any amount of these substances, (See Glossary: Under the Influence)

Note 1: In determining whether a student is under the influence of alcohol, the student's appearance/manner/behavior and/or the presence of an alcohol odor, as well as statements made by the student as to consumption of alcohol will be considered.

3.690. Non-forcible sexual intercourse with a person who is under the statutory age of consent. (Follow Title IX protocols, if applicable)

3.700. ***Communicating a Threat of a Destructive Device or Weapon:Communicating, writing, threatening, or transmitting to a person or school facility that there is, or will be, a destructive device, shooting, or dangerous event, with the intent of intimidating, threatening, or interfering with government functions or school activities; or, harboring one who is guilty of this offense.

3.770. ***Auto Breaking unlawful entry into a motor vehicle on school property or into a school district vehicle at any location.

3.789. ***Possession, transfer or use of a firearm. (See Glossary: Firearm)

3.789. ***Possession, transfer or use of a prohibited weapon other than a firearm including but not limited to a knife with a blade over two inches, BB gun, paintball gun, pellet gun, air-soft pistol, razor, razor blade, martial arts throwing star, metal knuckles, taser, mace and pepper spray, blackjack, and a metal pipe or pole. Box cutters and utility/X-Acto knives containing any size blades are also considered a violation of this section. (SC16-23-430.) (See Glossary: Prohibited Weapon)

CONSEQUENCES FOR STUDENTS WHO COMMIT LEVEL III OFFENSES:

When considering the developmental appropriateness of consequences for any Level III Offense, Elementary school students, will be addressed as follows (but may include a recommendation for expulsion contingent upon the specific violation):

Grades (K – 2)

1st Offense - As determined by the principal or designee may include, but not be limited to, a parent conference, time-out, detention, administrative review, in-school or out-of-school suspension.

2nd Offense - Three (3) days out of school suspension.

3rd Offense - Five (5) days out-of-school suspension and the student may be recommended for expulsion.

4th Offense - Recommendation for expulsion.

Grades (3 – 5)

1st Offense - Three (3) days out-of-school suspension and the student may be recommended for expulsion.

2nd Offense - Five (5) days out-of-school suspension and the student may be recommended for expulsion.

3rd Offense - Recommendation for expulsion.

- A.** During the investigative period, a student may be removed from school for up to 3 school days pending a possible recommendation for expulsion. Once the investigation has been completed, the principal or his/her designee shall meet with the student and his/her parent/guardian to discuss the results of the investigation and to provide the student the opportunity to present his/her defense to the matter. At the conclusion of that meeting, the principal or his/her designee shall inform the student whether she/he intends to proceed forward with the recommendation for expulsion.
- B.** Whenever Level III Offenses are committed, law enforcement will be called and charges (juvenile petition or warrant) can be filed against the perpetrator. Although in some cases, law enforcement's decision whether to press criminal charges for weapons or drugs may require possession of that item on the person, in all such cases the school administrator will still contact law enforcement and file an incident report.

CONSEQUENCES FOR STUDENTS WHO COMMIT LEVEL III OFFENSES (Continued):

- C.** When Level III Offenses are committed on a school bus or other school vehicle, The Transportation Department will conduct a preliminary investigation and report their findings to the appropriate school administrator for action. Students who are suspended out-of-school immediately forfeit the opportunity to ride the school buses or other district vehicles for the duration of the suspension or until a decision is made otherwise by the principal or the hearing officer.
- D.** Restitution of property and damages where appropriate will be sought by the school or district.
- E.** Elementary school students who commit alcohol, drug, or sexually related violations will be required to complete an appropriate counseling program. Failure to successfully complete an approved counseling program may result in additional disciplinary action. Alternative alcohol and other drug programs must be approved by the Student Services Officer.
- F.** Students who are expelled for possession of a firearm will be subject to the 1995 Federal and State laws that mandate a one-year (365 days) expulsion term, unless the Superintendent determines to reduce the term of expulsion. (See 59-63-235)

CONSEQUENCES FOR STUDENTS WHO COMMIT LEVEL III OFFENSES ON THE BUS OR DISTRICT VEHICLE WILL BE AS FOLLOWS:

1st Offense: (K-5) - Five (5) day suspension.

2nd Offense: (K-5) - Indefinite suspension from the school bus or district vehicle or other contracted vehicle.

LAW ENFORCEMENT INVOLVEMENT:

***All Level III Offenses will involve law enforcement.

LEVEL II OFFENSES:

Acts considered as Level II Offenses include, but are not limited to the following:

- 2.004.** ***Selling, possessing, transferring or using items represented as being illegal, controlled substances, prescription drugs or over the counter drugs without regard to amount. (See Glossary: Controlled Substance)
- 2.009.** **Fighting. (See Glossary: Fighting)
- 2.010.** **Possession and/or detonating (in any way causing to go off) fireworks, incendiary devices, smoke and/or stink bombs or other noxious gas devices.
- 2.013.** **Sexual harassment. (See Glossary: Sexual Harassment) (Follow Title IX protocols, if applicable)
- 2.016.** Engaging in verbal or written abuse, name calling, (i.e., ethnic or racial slur, or derogatory statements about sexual orientation) intentionally addressed publicly to others that may disrupt the school educational program or incite violence.
- 2.019.** ***Indecent exposure. (See Glossary: Indecent Exposure) (Follow Title IX protocols, if applicable)
- 2.020.** **Planning and/or organizing and/or instigating and/or participating in an activity that causes substantial disruption to the educational program, including a situation that may result in the disruption of the safe and orderly operation of the school or school bus.
- 2.027, 2.600, 2.650, 2.651, 2.652.**
Threatening (2.027**), or extorting (**2.600**), or intimidating (**2.650**), or bullying (**2.651**) or cyberbullying (**2.652**) students, a staff member, or any other adult designated by the school to supervise students including volunteers. (See Appendix C: Harassment, Intimidation or Bullying/Policy JIC FB Gavin's Law)
- 2.210.** **Profanity/obscenity directed to a staff member or to any adult authorized by the school to supervise students, including volunteers.
- 2.220.** **Tampering, changing or altering records or documents of the school or district by any method, including but not limited to, computer access or other electronic means.
- 2.230.** Possession/use of transfer of tobacco or tobacco products. ("This includes electronic cigarettes, vapors, juul/vape pods, juuling devices, vape devices, paraphernalia. (SC State Statute 16-17-501(7) and SC State Statute 16-17-501(8))

LEVEL II OFFENSES (Continued):

2.250. **Participation in Gangs or Gang-Related Activity. (See Policy JICF)

2.270. **Refusal to obey school or District Administrator.

2.520. ***Physical assault of a student. (See Glossary: Physical Assault)

2.585. **Possession of any item of drug paraphernalia. (See Glossary: Drug Paraphernalia)

2.620. ***Fraud such as request for emergency services, financial identity fraud, or identity fraud.

2.670, 2.740, 2.760.

***Theft (**2.670**), possession or transfer (**2.740**), vandalism (**2.760**) of personal or school district property (Minor) (See Glossary: Theft & Vandalism)

2.700. **Any other behavior, whether on or off campus, that threatens the safety of students or staff members (regardless of where behavior takes place) or disrupts the operation or function of the school. This does include coming on school/district property after consuming non-prescribed controlled substances and/or illegal drugs. (Notes 1 & 2 apply also).

2.710. **Possession/distribution of pornographic or obscene material.

2.750. **Trespassing. (See Glossary: Trespassing)

2.789. **Possession of a knife with a blade two inches or less, starter pistol, replica weapon/device or bat. The blade will be measured from tip to base. This does not include a baseball bat that has been approved for recreational purposes in the elementary school. (See Glossary: Prohibited Weapon)

2.789. ***Use of any item not generally considered as a weapon but used as a weapon to inflict bodily harm. Such items include, but are not limited to, a knife with a blade two inches or less, starter pistol, replica weapon/device, paintball gun, or bat.

CONSEQUENCES FOR STUDENTS WHO COMMIT LEVEL II OFFENSES:

The following consequences for Elementary school students, who commit any Level II Offense are as follows:

Grades (K - 2)

1st Offense: Parent conference and a penalty deemed appropriate by the principal or designee.

2nd Offense: May include, but not limited to, time-out, detention, refer to counselor, administrative review, in-school suspension, or out-of-school suspension.

3rd Offense: Three (3) days suspension from school and a possible recommendation for expulsion.

Grades (3 - 5)

1st Offense: May include, but not limited to, time-out, detention, refer to counselor, administrative review, in-school suspension, or out-of-school suspension.

2nd Offense: Three (3) days suspension from school and the student may be recommended for expulsion.

3rd Offense: Five (5) days suspension from school and student may be recommended for expulsion.

- A. Students who are suspended out-of-school immediately forfeit the opportunity to ride school buses or other school vehicles for the duration of the suspension.
- B. Restitution of property and damages where appropriate will be sought by the school or district.
- C. Elementary students who commit alcohol, drug, or sexual harassment related violations will be required to complete an approved counseling program.

Note 1: A series of repeated infractions may result in a recommendation for expulsion.

Note 2: In determining whether a student has violated the Code of Conduct, the principal or his/her designee will consider all the facts and circumstances of the particular incident.

Note 3: Students who inappropriately use video cameras, video phones or other recording devices are subject to violation of the Privacy Act and can be assigned school and bus consequences.

- D. Because of the seriousness of these offenses, if the violation occurs on the bus, The Office of Transportation will conduct the preliminary investigation, take action regarding the opportunity to ride a bus, and refer the violation to the school for further action.

CONSEQUENCES FOR STUDENTS WHO COMMIT LEVEL II OFFENSES ON THE BUS OR DISTRICT VEHICLE WILL BE AS FOLLOWS:

1st Offense: (K-5) 3-5 day suspension.

2nd Offense: (K-5) 5-10 day suspension.

3rd Offense: (K-5) 10-15 day suspension.

LAW ENFORCEMENT INVOLVEMENT

Some acts may also result in the involvement of law enforcement. These acts are denoted with asterisks and indicate the following:

2 stars ** = Law enforcement may be contacted after investigation of the situation.

3 stars *** = Law enforcement will be contacted.

LEVEL I OFFENSES:

Acts considered as Level I Offenses include, but are not limited to the following:

1.003, 1.029.

Health Code Violation including but not limited to biting/pinching and/or spitting (**1.003**) urination and/or defecation (**1.029**) in a public or inappropriate location. (See Glossary: Health Code Violations)

1.007. Class disruption or disruption of school activities or environment, including school bus.

1.012. Harassment. (See Glossary: Harassment)

1.015. Inappropriate display of affection. (Follow Title IX protocols, if applicable)

1.016. Engaging in verbal or written abuse, name calling, (i.e., ethnic or racial slur, or derogatory statements about sexual orientation).

1.017. Inappropriate behavior.

1.018. Possession, use, sale, or distribution of unauthorized materials at school (i.e., lighter, match, ...)

1.022. Inappropriate physical contact, including, but not limited to, pushing or shoving.

1.023. Unauthorized or inappropriate use of school equipment, including, but not limited to computers.

1.030. Creating or participating in a classroom disturbance that interferes with the instructional process.

1.031. Violation of health room rules. All medication (to include over the counter drugs such as Benadryl, Tylenol, etc. or personal prescriptions) brought to school by a student must be in the original container, labeled appropriately and administered by the school nurse. Exceptions under a physician's order are managed by the school nurse.

1.150, 1.160.

Cutting school (**1.150**) or class (**1.160**).

1.151. Truant.

1.180. Excessive tardiness/early dismissals.

LEVEL I OFFENSES (Continued):

1.190. Cheating. (See Honor Code)

1.200. Being in an unauthorized area.

1.210, 1.290.

Profanity (**1.210**) obscene gesture (**1.290**) directed toward another student or directed toward no one in particular.

1.220. Violation of the Acceptable Use Agreement.

1.270. Failure or refusal to obey a staff member or any other adult authorized by the school to supervise students.

1.280. Dress code violations. Including school issued ID's.

1.285. Stealing. (See Glossary: Stealing)

1.310. Leaving or attempting to leave school grounds without permission, whether or not the school day has actually begun.

1.320. Walking out of a class (without teacher approval).

1.330, 1.390.

Misuse and/or unauthorized use of Electronic Communication Devices (i.e., cell phones) (**1.330**) or any other devices (i.e., tablets, chromebooks, computers) (**1.390**) on school grounds during school hours.

1.340. Any behavior or act that interferes with the safe operation of a school bus (including violation of school bus safety rules listed in Chapter 4).

1.407. Provoking or simulating a fight.

1.420. Disrespect to teacher or staff member or other adult approved by the school to supervise students, including volunteers.

1.430. Violation of a behavior contract.

1.630. Gambling (games of chance for money or profit).

1.750. **Unauthorized entry to any school sponsored events.

CONSEQUENCES FOR STUDENTS WHO COMMIT LEVEL I OFFENSES:

The following consequences for Elementary school students (K-5) who commit any Level I Offense are determined by the principal/designee and will be as follows:

- A.** May include, but not be limited to time-out, referral to counseling, detention, administrative review, in-school suspension, out-of-school suspension, placed on a behavior contract by the school and/or recommendation for expulsion.
- B.** Repeated Level I Offenses may result in a recommendation for expulsion.
- C.** Restitution of property and damages where appropriate will be sought by the school or the district.
- D.** If a Level I Offense occurs on the bus, the Department of Transportation will conduct a preliminary investigation and refer the report to the school administration for further action.
- E.** Students who are suspended from school immediately forfeit the opportunity to ride school buses or other school vehicles for the duration of the suspension.

CONSEQUENCES FOR STUDENTS WHO COMMIT LEVEL I OFFENSES ON THE BUS OR DISTRICT VEHICLE WILL BE AS FOLLOWS:

1st Offense: (K-5) 1 - 3 days suspension.

2nd Offense: (K-5) 3 – 5 days suspension.

3rd Offense: (K-5) 5 – 10 days suspension.

APPENDIX C

HARASSMENT, INTIMIDATION OR BULLYING:

Code JICFAA Issued 3/11

Purpose: To establish the basic structure for maintaining a safe, positive environment for students and staff that is free from harassment, intimidation or bullying.

School District Five of Lexington and Richland Counties prohibits any acts of harassment, intimidation or bullying of a student by students, staff and third parties which interferes with or disrupts a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment, whether such acts occur in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For purposes of this policy, harassment, intimidation or bullying is defined by the District as a gesture, a written, verbal, physical or sexual act, or electronic communication, to include cyber bullying (which is the use of cell phones, instant messaging, email, chat rooms or social networking sites such as FaceBook, Myspace and Twitter) that is reasonably perceived to have the effect of either of the following.

- Harming a student physically or emotionally or damaging a student's property or placing a student in reasonable fear of personal harm or property damage
- Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

Any student who believes that he/she has been subjected to harassment, intimidation or bullying in violation of this policy is encouraged to file a complaint in accordance with procedures established by the District. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously, although disciplinary action will not be taken against any person solely on the basis of an anonymous report.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. However, the District prohibits any person from falsely accusing another of harassment, intimidation or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action in accordance with the district's student behavior code. Any employee who violates this policy will be subject to disciplinary action. The district also may refer any individual who has violated this policy to law enforcement officials. The district will take any other appropriate steps to correct or rectify the situation.

HARASSMENT, INTIMIDATION OR BULLYING (continued):

The superintendent or his/her designee will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers and members of the community, including its applicability to all areas of the school environment as outlined in this policy.

The superintendent or his/her designee will also ensure that a process is established for discussing the contents of this policy with students.

The District's procedures for responding to incidents of bullying, harassment, and/or intimidation are as follows:

1. Any student or parent or guardian of a student who believes that the student has been bullied, harassed or intimidated in violation of District policy will immediately report such conduct to a teacher, administrator, or other school official. The report may be oral or in writing.
2. Any school employee who observes an incident of bullying, harassment or intimidation of a student will immediately report the incident to the appropriate building administrator. (Principal, Assistant Principal, etc.)
3. A school employee who receives a report of bullying, harassment or intimidation will immediately forward the report to the appropriate building administrator. (Principal, Assistant Principal, etc.)
4. Anyone employed by the school district is to report any known or reported incidents of bullying, harassment or intimidation of any student, faculty or other district employee to the appropriate school or district administrator.
5. An administrator will promptly and thoroughly investigate all such reports and upon completion of that investigation, will notify the parents/legal guardians of all affected students that corrective action has been taken by the school.
6. Corrective action may include the student perpetrator being disciplined in accordance with the Code of Conduct, as well as being required to complete program(s) regarding conflict resolution, anger management, and/or social interaction skills.
7. In any disciplinary incident in which safety is a concern, a student may be temporarily suspended from the bus pending the result of a full investigation.

Investigations will normally be completed within 3 school days. No student will be removed from the bus until a transportation supervisor has made direct contact with the student's parent/guardian. Students will have the right to appeal bus suspensions to the Transportation Coordinator. (See Chapter 4)

8. When an out-of-school suspension and school bus suspension are adjudicated for an incident the school bus suspension will begin after the completion of the out-of-school suspension.

APPENDIX D

SECRET SOCIETIES/GANG ACTIVITY JICF:

School District Five of Lexington and Richland Counties will maintain conditions on school property and at school-sponsored events in order to ensure as safe an environment as possible for students and staff in accordance with law and the standards set by the School District Five Board of Trustees. In establishing such standards, the Board prohibits the presence and activities of gangs on or near school property and at school-sponsored events.

The Board defines a gang as any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, the violation of school rules, the establishment of territory or "turf," or any other action which threatens the safety or welfare of others. In prohibiting the presence and activities of gangs, the Board makes the following findings.

- Gangs which initiate or advocate activities which threaten the safety and well-being of persons or their possessions anywhere on or near school property or at school-sponsored events are harmful to the educational purposes of the district.
- Gang incidents involving recruitment, initiation, hazing, wearing of colors or other gang indicators, threats and intimidation, fighting or establishment of "turf or territory" on school property or at any school-sponsored event are likely to cause intimidation or fear, bodily danger, physical harm, or personal degradation or disgrace resulting in physical and mental harm to students.
- The use of hand signals and the presence of any apparel, jewelry, accessory, book or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute, denotes membership in a gang creates a clear and present danger of the commission of unlawful acts on school premises, the violation of school regulations, or the substantial disruption of the orderly operation of the school and is prohibited. In determining whether or not a student is in violation of the prohibition on the wearing/display of a gang-related item, the district will maintain, in all of its school offices, an example of potential gang indicators including symbols, hand signals, graffiti, and clothing/accessories. In providing these examples for students and parents, the Board acknowledges that not all potential gang indicators actually connote actual membership in a gang.
- If the district determines that a student has initiated or participated in a gang or a secret society as stipulated above, that student will be disciplined in a manner which may include, but will not be limited to, detention, removal from extracurricular activities, suspension and/or expulsion, and referral to law enforcement, dependent upon the circumstances of the particular offense. The district also reserves the right to prohibit any student from wearing/displaying any article of clothing or accessory which the district has determined to be a gang indicator.

APPENDIX E

STUDENT DRESS JICA-R:

The following regulations on student dress shall apply in all schools and shall be administered uniformly throughout the district.

The Administration will make final judgment on the appropriateness of dress and reserves the right to prohibit students from wearing any article of clothing or accessory which may foreseeable result in the disruption of the school environment.

Individual schools may have more specific and restrictive dress codes if recommended by the School Administration and the School Improvement Council and approved by the superintendent or his/her designee.

1. Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the educational process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive shall not be permitted. This includes bare midriffs, halter/tank tops, see-through shirts/tops/blouses and bike shorts.
2. No vulgar, obscene or otherwise inappropriate symbols, language or wording will be permitted on clothing or accessories.
3. Clothing or accessories, i.e., book bags, jewelry, hats, etc., that display alcohol, tobacco or other drug symbols are not permitted.
4. Gang attire, gang colors or gang symbols are also not permitted to be worn or displayed on accessories.
5. Hats, head stockings or kerchiefs may only be worn during the school day for special occasions when approved by the principal.
6. Proper shoes must be worn at all times.
7. Special dress or costume may be worn during the school day for special occasions when approved by the principal.
8. Wearing accessories or clothing that could pose a safety threat to one's self or others is not allowed. This includes heavy chains, not made as jewelry, fish hooks, multiple-finger rings, studded bracelets or collars, nose/lip to ear chains, etc. Unusual body piercing that is disruptive to the order of the school or is a distraction to the learning environment will not be allowed.
9. Pants must be worn at the natural waistline and undergarments are not to be visible.
10. Hats may be worn at the school bus stop or while on the bus during periods of cold weather. Hats must conform to all of the above requirements and must be removed before entering the building.

APPENDIX F

POLICY JICJ PROHIBITION OF PERSONAL ELECTRONIC DEVICES DURING THE SCHOOL DAY:

Issued 10/24

The purpose of this policy is to create a phone-free school environment that fosters a positive learning experience free from electronic distractions. By prohibiting the use of personal electronic devices during the school day, this policy aims to provide an environment that enhances focus and engagement, allowing students to develop the college and career-ready skills outlined in the Profile of the South Carolina Graduate. Students will have more opportunities to engage in meaningful interactions, collaborate with peers, and cultivate the essential skills necessary for success in college, careers, and life.

This policy has been developed in compliance with the General Appropriations Bill, H. 5100 of 2024, Proviso 1.103 and is applicable to grades kindergarten through twelve.

Proviso 1.103 (SDE: Anti-Bullying/School Safety) To receive state funds allocated for State Aid to Classrooms, a school district shall implement a policy adopted by the State Board of Education that prohibits access to personal electronic communication devices by students during the school day. For purposes of this provision, a personal electronic communication device is considered to be a device not authorized for classroom use by a student, utilized to access the internet, wi-fi, or cellular telephone signals.

I. Definitions:

- A. "Personal electronic device," hereinafter referred to as "device," means any device utilized to access the internet, wi-fi, cellular telephone signals, or to capture images or video. This includes, but is not limited to, cell phones, smart watches, tablets, and gaming devices.
- B. "Personal electronic device accessories," hereinafter referred to as "device accessories," include any wired or wireless accessory or wearable technology that connects to a device and any other accessory commonly used in conjunction with a personal electronic device.
- C. "School day" is the period of time defined as bell to bell. From the morning tardy bell until afternoon dismissal which is the conclusion of the instructional day, electronic communication devices will be prohibited. This policy does not apply to school buses, field trips, and athletic events.
- D. "Access" is defined as viewing, holding, wearing, or otherwise using a device for the purpose of communication, internet access, gaming, recording, or any other function commonly associated with devices. During the school day, devices should be silenced and stored away as directed by the school district. Exceptions granted for medical necessity, authorized for classroom use, or other authorized reasons should be in writing and are not considered violations of this definition.

PROHIBITION OF PERSONAL ELECTRONIC DEVICES DURING THE SCHOOL DAY
(Continued):

II. Policy Implementation and Enforcement:

- A.** During the school day, students are prohibited from accessing their personal electronic devices. Students may not utilize the function of electronic communication on device accessories during the school day. Students must store away and silence their devices and/or device accessories in lockers, backpacks, or otherwise as directed by the school district during the school day. Exceptions granted for other authorized reasons (i.e. emergency situations) will be determined by the school district.
- B.** If explicitly required by a student's IEP, Medical Plan, or 504 plan, the student shall be allowed to access their personal electronic device for medically or educationally necessary purposes described and required for administration of the IEP, Medical Plan or 504 plan.
- C.** A student who is a member of a volunteer firefighting organization or emergency organization may be authorized to carry a device with written permission from the District Superintendent or his/her designee.
- D.** If a student violates the preceding rules during the school day, the student will be subject to progressive consequences in the Student Code of Conduct Handbook as outlined under Category 1.270 and/or 2.270 - Refusal to Obey.

Cf. JICDA

Adopted 10/28/24

Legal References:

S.C. Code of Laws, 1976, as amended:

Section 59-63-280 - Requires board to adopt a policy on student use of electronic devices.

General Appropriations Bill, H. 5100 of 2024

Proviso 1.103 (SDE: Anti-Bullying/School Safety)

APPENDIX G

INTERNET ACCEPTABLE USE AGREEMENT – SEE TECHNOLOGY PLAN FOR DEVICES:

School District Five of Lexington and Richland Counties is pleased to be able to offer Internet access for student use. Our goal in offering this access is to enhance the educational experience for our students. The Internet offers access to worldwide information in text and media form that, if properly used, will stimulate student learning. It can be a particularly powerful motivational tool for students because of the richness of the format and the depth of information resources not available through conventional means.

This Code of Conduct specifies guidelines for what is and is not permissible with technology. This agreement specifically addresses the privilege of using the Internet on district network systems.

Internet Use

The Internet is an electronic highway connecting millions of computers and people around the globe. Students and teachers will have access to: electronic mail communication with people all over the world; current news; research and information databases; downloadable software and discussion groups. The District's purpose for using the Internet is to support instruction by providing access to unique resources consistent with educational objectives and the opportunity for collaborative work.

Students agree to:

- Be polite and use appropriate language (no swearing or use of vulgarities).
- Practice proper system use and observe security restrictions.
- Understand electronic mail (E-mail) is NOT guaranteed to be private.
- Respect all electronic communications and information as private property.
- Use technology resources for educational purposes as appropriate to instructional assignments.
- Take good care of the computer (no objects on the computer or food or drink near the computer).

INTERNET USE AGREEMENT (continued):

Students agree not to:

- Reveal his/her personal address or phone number or those of others.
- Use the network in ways that would cause disruption of the use of the network by other users.
- Use the computer to create, use or download materials which would not be permissible in District Five classrooms in any other form, i.e., obscene, profane, or pornographic materials.
- Use the computer, programs or files without permission.
- Delete programs, systems or data files without permission.
- Login to the computer or programs as any other person or allow anyone to login with your account.
- Deliberately tamper with a computer system. Examples: switching cables, disabling fans, introducing a virus, removing or changing keys, putting magnets on the computer, etc.
- Stealing or vandalizing any part of the computer or network.
- Use the computer to tamper with, change or alter records or documents of the District.
- Use public domain software and shareware beyond the provided evaluation period without properly registering and paying for same.

If the parent chooses to accept this use agreement, an acceptance form must be signed and on file.

School Hours

Main Office Hours: 7:00 a.m. - 3:30 p.m.

Student Drop-off Begins: 7:10 a.m.

Instructional Day: 7:40 a.m. - 2:30 p.m.

Breakfast Served: 7:10 a.m. - 7:40 a.m.

Student Pick-up Begins: 2:30 p.m.

Phone Numbers

Main Number: 803-476-4500

Fax Number: 803-476-4520

Cafeteria: 803-476-4508

Nurse: 803-476-4509

Dutch Fork Bus Transportation: 803-476-4990

Early Release Days - Dismiss at 11:40

Thursday, September 17

Thursday, October 22

Thursday, November 12

Thursday, January 28

Thursday, February 25

Thursday, April 15